

CA-PMM**Project Name:** Driver License/Identification/Salesperson Contract**OCIO Project #:** 2740-182**Department:** Motor Vehicles**Reporting Period:** From: _____ To: _____**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
--------------	-------------	----------	--------

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: To:

Team Member to Project Manager

CA-PMM**Project Name:** Driver License/Identification/Salesperson Contract**OCIO Project #:** 2740-182**Department:** Motor Vehicles**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Section 11 was denied	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
2. Were any key milestones or deliverables rescheduled?	Yes	Section 11 was denied	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
3. Was work done that was not planned?	Yes	Section 11 was denied	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
4. Were there any changes to scope?	Yes	Due to a Legislative decision	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
5. Were tasks added that were not originally estimated?	Yes	Section 11 was denied	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
6. Were any tasks or milestones removed?	Yes	Facial Recognition was removed	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, New Section 11
7. Were any scheduled tasks not started?	Yes	Section 11 was denied	Contract Award and Implementation delay	Submit new Section 11 for Legislature approval
8. Are there any new major issues?	Yes	New Section 11 approval	Contract Award and Implementation delay	Submit new Section 11 for Legislature approval
9. Are there any staffing problems?	Yes	Furlough and vacancies	Potential delay in schedule	Recruit resources and fill positions

CA-PMM**Project Name:** Driver License/Identification/Salesperson Contract**OCIO Project #:** 2740-182**Department:** Motor Vehicles**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delay in Contract Award through implementation	New Section 11 and Amended SPR for Legislature approval
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Delay in Contract Award through implementation	New Section 11 and Amended SPR for Legislature approval
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	Yes	Modifying RFP, SPR, Section 11 and renegotiations of contract cost	Revisions to RFP, SPR, Vendor proposal, New Section 11
6. Are there any tasks or milestones that should be removed from the plan?	Yes	Facial Recognition was removed resulting in Cost, Scope, and Schedule	Revisions to RFP, SPR, Vendor proposal, New Section 11
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Contract Award through implementation	Submit new Section 11 for Legislation approval
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	Yes	Furlough, staff vacancies and competing resources could delay	Recruit resources and fill positions. Assess project priority.

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: 6/1/09 To: 6/30/09

Project Manager to Sponsor

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Due to the Legislative Hearings the contract was approved without facial recognition resulting in changes to scope, schedule and cost. Revisions were completed for the project's Special Project Report (SPR), Section 11 Budget Letter, Request for Proposal (RFP) contract language. SPR sent to the OCIO for approval on June 29, 2009. RFP revisions completed and submitted to DGS for approval.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Contract Award	1/15/09	2/27/09	Delayed	Section 11 was denied. Delay in implementation	
Initiate Project	1/16/09	3/2/09	Delayed	Section 11 was denied. Delay in implementation	
Compile/Document Business Requirements	2/20/09	3/27/09	Delayed	Section 11 was denied. Delay in implementation	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Schedule re-evaluated/updated upon Legislature's decision
Milestones			X	Schedule re-evaluated/updated upon Legislature's decision
Deliverables			X	Schedule re-evaluated/updated upon Legislature's decision
Resources		X		Recruitment in process
OneTime Cost	X			Cost reduction submitted in SPR
Continuing Cost	X			Cost reduction submitted in SPR

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: 6/1/09 To: 6/30/09

Project Manager to Sponsor

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: 6/1/09 To: 6/30/09

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Contract Award	1/15/09	2/27/09	Delayed	Delay in implementation	
Initiate Project	1/16/09	3/2/09	Delayed	Delay in implementation	
Compile/Document Business Requirements	2/20/09	3/27/09	Delayed	Delay in implementation	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Schedule re-evaluated and updated based on Legislature's denial of the Section 11
Milestones			X	Schedule milestones re-evaluated and updated based on Legislature's denial of the Section 11
Deliverables			X	Schedule deliverables re-evaluated and updated based on Legislature's denial of the Section 11
Resources		X		Recruiting and hiring to fill vacancies
One Time Cost	X			Cost reduction submitted in SPR
Continuing Cost	X			Cost reduction submitted in SPR

CA-PMM**Project Name:** Driver License/Identification/Salesperson Contract**OCIO Project #:** 2740-182**Department:** Motor Vehicles**Reporting Period:** From: 6/1/09 To: 6/30/09**Sponsor to Executive
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	Green
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	Green
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2	Red
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1	Yellow
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1	Yellow
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: 6/1/09 To: 6/30/09

Sponsor to Executive Committee

	Weak	2	5
--	------	---	---

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Reporting Period: From: 6/1/09 To: 6/30/09

Sponsor to Executive Committee

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Please see 'Vendor Viability Rating Rationale' in the box provided below.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	1	Yellow	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			9	Y	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

A vast majority of the States use the vendor to produce their driver license and identification cards.